

SOUTH CAROLINA
FARMERS' MARKET NUTRITION PROGRAM
2017 FARMER TRAINING GUIDE



SOUTH CAROLINA FARMERS' MARKET NUTRITION PROGRAM WIC CASH VALUE VOUCHER

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GENERAL ADMINISTRATIVE REQUIREMENTS

The Certified Farmer must:

- Be a farmer who produces **at least 50%** of the items offered for sale to FMNP participants.
- Be authorized with an identification number prior to accepting FMNP checks.
- Receive training from FMNP staff.
- Train all persons selling his or her produce on FMNP Regulations and procedures.
- Assume legal responsibility for the actions of their employees who violate the terms of this agreement.
- Accept and redeem checks only after he/she has been authorized.
- Accept checks only at FMNP authorized Farmers' Markets/farm stands.
- Accept FMNP checks only from **May 1, 2017 until October 15, 2017.**
- Accept the WIC Cash Value Voucher within the valid dates on the check.
- Accept checks only for the purchase of authorized fruits, vegetables and cooking herbs.
- Understand that the Departments will not be accountable for checks received or redeemed in violation of these policies.
- Provide access and cooperate with FMNP representatives when they are monitoring or requesting information.
- Display the **2017** Authorized Farmer and Authorized Foods Signs whenever he/she is open for business and **near authorized foods so that shoppers can easily see which foods may be purchased with FMNP Checks and WIC Cash Value Vouchers.**
- Understand that he/she can be disqualified from the FMNP if rules are not followed.

The Certified Farmer must NEVER:

- Pre-sell food items or give credit to participants.
- Accept checks for non-food items or unauthorized foods, such as honey or peanuts.
- Exchange FMNP checks or WIC Cash Value Vouchers for cash.
- Discriminate against FMNP participants in price, quality of produce, or service.
- FMNP checks cannot be used to buy produce from another farmer.

THE FARMERS' MARKET NUTRITION PROGRAM (FMNP)

The Farmers' Market Nutrition Program is a seasonal USDA food assistance program created by Congress in 1992 to accomplish two goals:

- 1) Provide participants with fresh, nutritious, unprocessed fruits and vegetables from local farmers' markets.
- 2) Increase awareness and use of community markets.

There are two separate programs that fall under the Farmers' Market Nutrition Program: The WIC FMNP and the Senior FMNP. **Both Programs run from May 1 through October 15 each year.**

Three agencies work in conjunction to make the FMNP a success:

- **The SC Department of Health and Environmental Control - WIC Farmers' Market Nutrition Program**
- **The SC Department of Social Services - Senior Farmers' Market Nutrition Program**
- **The SC Department of Agriculture - Authorize Farmers' Markets/Farm Stands/Farmers**

THE WIC FARMERS' MARKET NUTRITION PROGRAM

The WIC FMNP is designed to provide resources in the form of fresh, nutritious, unprepared foods (fruits and vegetables) from farmers' markets to women and children who are "nutritionally at risk" and who participate in the Supplemental Nutritional Program for Women, Infants and Children (WIC). It is also designed to expand the awareness, use of and sales at farmers' markets.

Women must fall into one of the following categories; pregnant, breastfeeding or post-partum. Children must be between the ages of 1-5. All participants must live in a county where the FMNP is available (it is not statewide). The program is administered by the SC Department of Health and Environmental Control.

THE SENIOR FARMERS' MARKET NUTRITION PROGRAM

The SFMNP provides fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs from farmers' markets, roadside stands and community supported agriculture programs to low-income seniors. The program also seeks to increase the consumption of agricultural commodities by expanding, developing, or aiding in the development and expansion of domestic farmers' markets, roadside stands, and community supported agriculture programs.

Individuals who are at least 60 years old and who have household incomes of not more than 185% of the federal poverty income guidelines are eligible. SFMNP benefits are distributed locally through a network of community organizations, usually Council on Aging offices. Benefits are distributed during the summer months on a first-come, first-served basis until all benefits have been exhausted. The SFMNP is not available in all South Carolina counties. The program is administered by the SC Department of Social Services.

REQUIREMENTS FOR OBTAINING FARMER AUTHORIZATION

There are three basic farmer requirements to be considered for authorization:

- You must be a farmer who grows crops for resale
- You must attend a training session
- You must submit a Farmer Participation Agreement

NOTE
The "50% rule" means that each time you offer produce for sale to a FMNP participant, at least half of what you have available for purchase must have been grown by you.

1. You must be a farmer who grows crops for resale

Farmers' Market checks may be accepted only by bona fide farmers who produce at least 50% of the fresh fruits and vegetables he/she offers for sale at participating farmers' markets or farm stands. Farmers, who do not produce fresh fruits or vegetables, as well as non-farmer vendors, will not be authorized to accept checks. If market rules allow a farmer to purchase produce for resale to supplement what he/she grows, this produce may be sold to FMNP participants, if they are authorized foods and are grown in South Carolina.

NOTE: ACCORDING TO FEDERAL REGULATION 7 CFR Ch. II §248.10(a)(2), "INDIVIDUALS WHO EXCLUSIVELY SELL PRODUCE GROWN BY SOMEONE ELSE...CANNOT BE AUTHORIZED TO PARTICIPATE IN THE FMNP..."

2. You must attend a training session

Authorized farmers play a vital role in the FMNP. Therefore, it is very important for each farmer to maintain a current knowledge of how the program operates. In order to ensure that each farmer receives accurate information, all farmers are required to receive training before he/she is authorized to participate in the FMNP.

To satisfy this requirement, each farmer must attend a training session. The training session(s) will be scheduled and announced annually. The training sessions are designed to provide new or updated Program information and will provide the opportunity for all issues to be clarified. During the training session, eligible farmers will receive a copy of the *Guide for Participating Farmers* and a *Farmers Participation Agreement*.

Farmers will be held accountable, through the training session and agreement entered into with the Departments, for understanding all rules and procedures of the FMNP. **The farmer is also responsible for training all other persons who will be acting on behalf of the authorized farmer during the authorization period.**

Farmers who receive a program violation will be required to attend a FMNP training session prior to the upcoming season. Farmers who do not attend this training will be disqualified from the program.

3. You must submit a Farmer Participation Agreement.

To be authorized to participate in the Farmers' Market Program, eligible farmers **must submit a signed copy of a "Farmer Participation Agreement"**, abide by the rules of the program and provide verification

of their bona fide status in the form of a signed crop plan listing crops intended to be grown for sale. In addition to a crop plan, each farmer must provide a list of produce to be purchased by the farmer for resale to FMNP participants. Farmers must also include the address of their farm. If you operate an **authorized** farm stand, then the Farm Stand Agreement must be submitted with your Farmer Participation Agreement. The farmer must include all information in order to become authorized.

The farmer must also receive and read this “Farmer Training Guide”, which includes all of the rules, regulations, and procedures for the Program.

If ownership of a Farm changes during the agreement period, the Farmer Agreement becomes void on the date of ownership change. The new owner must complete an agreement and be approved prior to accepting WIC checks. Failure to notify the Program of ownership change may result in the repayment of FMNP funds issued to the unauthorized farmer.

Farmer authorization expires at the end of each program year, and farmers must be re-authorized each year. A new agreement will be required each Program year. Farmers are not authorized to accept checks until they have received notification from the Department that they have been approved to participate in the Program.

After you have been authorized to participate in the FMNP, you will receive three forms of identification as an authorized farmer:

- ***Farmer stamp***

The farmer stamp is unique to each farmer and is not replaced on a yearly basis. If a farmer loses his/her stamp, one can be ordered through the WIC Program.
Farmers should use only the stamp issued by the program.

- ***Laminated “Authorized Farmer” stall sign***

This sign must be posted at his/her stall whenever the farmer is open for business.
The “Authorized Farmer” stall sign is replaced each year.

Please post signs near authorized foods so that shoppers can easily see which foods may or may not be purchased with checks.

- ***Laminated “Authorized Foods” sign***

This sign lists the “authorized foods” that are eligible to be sold. The sign should be posted in each farmer’s stall, along with the “Authorized Farmer” stall sign, whenever the farmer is open for business.

4. Farmer Stamps

All farmers must have a Valid Farmer Stamp that is similar to this:
Farmer numbers are assigned by the agency.
The FMNP provides the stamp, but not the ink.



5. Farmer Stall Signs

An authorized farmer must post his/her farmers' market stall sign in a visible location at all times while participating in the FMNP. In order to ensure good visibility, the stall sign shall be posted at a height of three to five feet from ground level, facing the customer traffic-side of the stall. This sign is used to identify those farmers who can accept the FMNP checks. In addition to the stall sign, a sign that lists the authorized foods will be provided to each farmer. This sign should also be posted in each farmer's stall. **If the stall signs are lost or severely damaged, the SC Department of Social Services (Senior Program) should be notified so that replacement signs may be issued.**



Farmers must post authorized farmer stall/foods signs near authorized foods so that shoppers can easily see which foods may or may not be purchased with the FMNP check or WIC Cash Value Voucher.

NOTE:

***NEVER assume that you have been authorized.
If you have not received updated materials from the FMNP,
DO NOT accept FMNP checks.
The checks will be rejected and you will be responsible for all
RETURNED CHECK FEES.***

AUTHORIZED MARKETS/FARM STANDS

Farmers are authorized to accept FMNP checks at markets and farm stands that have prior approval of the Program. The FMNP defines a farmers' market as a "location that consistently operates principally as a common marketplace for a group of farmers to sell locally grown fresh produce directly to consumers". The FMNP defines a farm stand as a "location in which a single individual farmer sells his/her produce directly to consumers".

A goal of the FMNP is to encourage use of community-based markets. To this end, farm stands located within 15 miles of an established, approved FMNP market are not eligible to become an approved location to accept FMNP checks. Other criteria for approval include these: must be operated from a permanent building that is primarily used for the sale of eligible foods; is not moveable and remains in the same location year-round; must be inspected by the SC Dept. of Agriculture; must meet minimum food safety requirements.

Farm stands that operate as a self- service/honor system are not authorized to accept FMNP checks. U-Picks are not authorized FMNP locations and cannot accept FMNP checks.

It is the expectation of the FMNP that all authorized farmers will diligently work to preserve the highest standards of cleanliness surrounding the harvesting, transportation, display and packaging of foods sold to participants. Every attempt should be made to prevent food-borne illnesses from occurring. This includes properly washing the produce in clean water used solely for that purpose, maintaining storage and retail facilities that are free of vermin and birds, ensuring that those who handle the food wash their hands frequently and ensuring that display and packaging materials are stored in a sanitary environment. Food should not be displayed in a manner or location that could cause its contamination.

All approved farmers must complete on a yearly basis a *Farmers Participation Agreement and a Farm Stand Agreement (if applicable)*.

Produce Origin Requirements

All markets have different rules, RULES can be stricter according to your market rules, but may not be more lenient when accepting FMNP checks. If market rules permit the display or sale of any fruits and vegetables not personally grown by the farmer, doing so will not prohibit a farmer from being authorized to participate in the Program. **However, the farmer must have personally grown at least 50% of the produce offered for sale to SCFMNP clients. Additionally, all produce offered for sale to FMNP clients must have been grown in South Carolina.**

AUTHORIZED/UNAUTHORIZED FOODS

1. Authorized Foods

Only South Carolina-grown, fresh fruits and vegetables may be purchased with the Farmers' Market Nutrition Program checks. The list of authorized fruits and vegetables follows. **Eligible foods may not be processed or prepared beyond their natural state, except for the usual harvesting and cleaning process.** If you have grown produce that does not appear on the list or if you question the eligibility of an item, please contact the South Carolina Department of Agriculture.

Authorized Fresh Vegetables				
Asparagus	Beans	Beets	Broccoli	Cabbage
Carrots	Chinese Cabbage	Collard Greens	Corn	Cucumbers
Eggplant	Fresh Cooking Herbs	Kale	Kohlrabi	Lettuce
Mustard Greens	Okra	Onions	Peas	Peppers
Potatoes	Pumpkins	Radishes	Rhubarb	Rutabagas
Spinach	Squash	Swiss Chard	Tender Greens	Tomatoes
Turnips/Turnip Greens	Watercress			
Authorized Fresh Fruits				
Apples	Blackberries	Blueberries	Cantaloupes	Casaba Melons
Figs	Grapes	Honey Dew Melons	Kiwi	Nectarines
Peaches	Pears	Persimmons	Plums	Raspberries
Strawberries	Watermelons			

2. Unauthorized Foods

FMNP checks are only for fresh, local, unprocessed fruits and vegetables grown in South Carolina. You may **NOT** accept them for any processed or canned fruit or vegetable products. This includes, but is not limited to:

Unauthorized Foods				
Baked goods of any kind (including fruit pies & bread)	Cane syrup	Ciders	Dried beans/peas	Honey
Eggs	Flowers	Jams	Jellies	Juices
Molasses	Ornamental Gourds/Corn	Painted pumpkins	Peanuts (or nuts of any kind)	Popcorn
Potted Herbs	Potted plants			

HOW TO ACCEPT FARMERS' MARKET NUTRITION PROGRAM CHECKS

1. FMNP Checks

The Farmers' Market Nutrition Program issues a negotiable check. Each check must be endorsed on the back with a signature or an endorsement stamp. The farmer then deposits the FMNP check into his/her local retail bank. Farmers' Market checks are negotiable and should be treated as cash and guarded from possible loss or theft prior to redemption.

- Participants in the Senior Program receive 5 - \$5.00 checks totaling \$25.00.
- In the WIC Program, pregnant, breastfeeding and post-partum women and children aged 1 to 5 are eligible to receive 5 - \$5.00 checks totaling \$25.00.

2. Participant Signature

When a FMNP participant (the customer) presents checks to an authorized farmer for the purchase of fresh fruits, vegetables and cooking herbs, the farmer should make sure that the participant signs the check after the transaction has been completed.

3. Do Not Charge Higher Prices

You should offer the FMNP check recipients the same courtesies that you offer to your other customers. Do not charge them higher prices for your fruits and vegetables than you charge other customers. It is your option, however, to charge a lower price.

Farmers must provide authorized foods to FMNP participants at or below the price charged to other farmers' market customers.

4. Do Not Give Change, Cash, or Credits

The purchase amount must equal the face value of the check. Do not give change under any circumstance to the FMNP participant if the purchase is less than the face value of the check. When the amount of a sale is less than the face value or its multiple, additional fruits and vegetables must be added to make up the difference.

FMNP checks should never be exchanged for cash. FMNP participants may only receive fresh South Carolina grown fruits, vegetables and cooking herbs in exchange for FMNP checks. Credit or refunds cannot be issued on items returned that were purchased with FMNP checks. In addition, an authorized farmer is prohibited from cashing FMNP checks accepted by a non-authorized farmer.

****NOTE****

An authorized farmer is prohibited from cashing SCFMNP checks accepted by a non-authorized farmer.

5. Do Not Charge Sales Tax

The farmer or market/farm stand in which a farmer is participating shall not collect sales tax on FMNP check purchases.

Sample WIC FMNP Check

CHECK FACE HAS A COLORED BACKGROUND ON WHITE PAPER AND MICROPRINTING IN THE BORDER

61-1968
611

2016 South Carolina WIC Farmers' Market Nutrition Program

Pay to Order of **Authorized South Carolina FMNP Farmer**

First date to spend: **June 1, 2016**

Last date to spend: **October 15, 2016**

NOTE: SOME MARKETS MAY CLOSE EARLIER

WIC PARTICIPANT'S SIGNATURE

Use only at authorized SC FMNP Farmers' Markets for unprocessed fruits and vegetables.

IMPROPER USE OF THIS DRAFT IS SUBJECT TO FEDERAL AND/OR STATE PROSECUTION
PAYABLE THROUGH SOUTHERN NATIONAL MARIETTA, GA

00690038

FARMER
000-00

NOT TO EXCEED
\$5.00
NO CHANGE ISSUED

THE BACKGROUND ON THE "PURCHASE AMOUNT BOX" AND "PATIENT NAME BOX" HAVE BEEN PRINTED IN PINK THERMOCHROMIC INK. THE PINK BACKGROUND SHOULD DISAPPEAR WHEN HEAT IS APPLIED AND REAPPEAR WHEN HEAT IS REMOVED.

USE ONLY AT AUTHORIZED SC FMNP FARMERS' MARKETS FOR UNPROCESSED FRUITS AND VEGETABLES.

IMPROPER USE OF THIS DRAFT IS SUBJECT TO FEDERAL AND/OR STATE PROSECUTION
PAYABLE THROUGH SOUTHERN NATIONAL MARIETTA, GA

00690038 11 061119684 25047021

Farmer Stamp goes here

Check must be signed

Sample Senior FMNP Check

16 XXXXX

SENIOR FARMERS' MARKET NUTRITION PROGRAM 2016
SPONSORED BY U.S. DEPT. OF AGRICULTURE, SCSS, SCDHEC, AND SCDH

SOLUTRAN

CITIZENS ALLIANCE BANK
HOWARD LAKE BRANCH
CLARA CITY, MN 55222
ACCOUNT #001334
75-1248919

PAY TO THE ORDER OF **SOUTH CAROLINA SENIOR FARMERS' MARKET NUTRITION PROGRAM VENDOR**

FIVE AND NO / 100

Good only for locally grown fresh fruits, vegetables, and herbs.
Not good at grocery stores.
Valid only at Authorized Farmers' Markets.
For information, call 1-803-898-0973

FARMER
000-00

VALID DATES OF USE
PARTICIPANTS MUST USE CHECKS BY OCTOBER 15, 2016
FARMERS MUST REDEEM CHECKS BY OCTOBER 31, 2016

PAY EXACTLY
\$ 5.00
NO CHANGE GIVEN

VENDOR NUMBER MUST BE ENTERED ABOVE

S.C. SENIOR CLIENT SIGNATURE

Farmer Stamp goes here

Check must be signed

NOTE:

Checks cannot be used to buy produce from another farmer.

HOW TO DEPOSIT A FMNP CHECK

1. Stamp Requirements

When a farmer accepts a FMNP check from a participant, he/she must stamp the FMNP check with the assigned farmer I.D. stamp that was issued by the Department. The stamp contains the farmer number and is unique to each farmer.

The farmer should stamp the face of each check with his/her stamp at the time of the sales transaction. **Before checks can be deposited, they must be stamped with an assigned farmer number. The bank will not honor checks without a farmer stamp.**

2. Depositing the Check

The farmer must endorse each check with a signature or endorsement stamp. The check may then be deposited into his/her retail bank account. Checks should be deposited no later than 7 days after they are accepted. Farmers should not “store up” checks for bulk redemption. Mutilated checks or checks with missing information should not be accepted from participants and may not be deposited by farmers.

All checks must be deposited on or before October 31, 2017.

****NOTE****

Banks will reject all checks from farmers who have not been properly authorized. The FMNP will not be responsible for any bank fees.

3. Payments to Farmers

An authorized farmer, who accepts FMNP checks, while complying with program rules, is guaranteed payment by the State. When handling FMNP check transactions, farmers must follow certain federal and state regulations. Farmers who accept checks before being authorized to participate in the program will not receive payment for the checks.

4. Rejected Checks

FMNP checks will be rejected for the following reasons:

- ***Not a valid farmer***

If a farmer accepts and deposits FMNP checks, but has not been authorized by the Department, the checks deposited will be returned unpaid.

- ***Submitted for payment too late***

If a FMNP check is deposited for payment too late (**after October 31, 2017**), it will be returned to the farmer and he/she will not receive payment.

- ***No farmer stamp***

If a farmer deposits FMNP checks, but has not stamped the front of the check with his farmer stamp, the checks deposited will be returned unpaid.

The Department will not be liable for bank charges that result from rule violations or misconduct by the farmer.

HOW TO ACCEPT A WIC CASH VALUE VOUCHER

The South Carolina WIC Program issues a monthly cash value voucher to eligible participants in denominations of eight dollars (\$8.00), ten dollars (\$10.00), and in rare instances, fifteen dollars (\$15.00). These checks are negotiable and should be treated as cash and guarded from possible loss or theft.

Sample Cash Value Vouchers

Tear
Off
STUB

04005613 NOT VALID BEFORE 01/01/2015 DATE REDEEMED // VOID AFTER 01/31/2015 PURCHASE AMOUNT DOLLARS CENTS MUST BE DEPOSITED WITHIN 60 DAYS OF NOT VALID BEFORE DATE DHIC 1864 REV. 06	<table border="1"> <tr> <th>CLIP NUMBER</th> <th>PATIENT NUMBER</th> <th>PATIENT NAME</th> </tr> <tr> <td>0000004002</td> <td>5550658462</td> <td>OLD, CHILD</td> </tr> </table> <table border="1"> <tr> <th>QTY</th> <th>DESCRIPTION</th> </tr> <tr> <td>001</td> <td>CASH VALUE VOUCHER - \$8.00</td> </tr> <tr> <td>001</td> <td>NO CHANGE IS TO BE ISSUED</td> </tr> <tr> <td>001</td> <td>FRESH OR FROZEN FRUITS AND/OR VEGETABLES</td> </tr> </table> <p>NOT TO BE SIGNED UNTIL DATE REDEEMED AND PURCHASE AMOUNT HAVE BEEN ENTERED BY VENDOR.</p> <p>MAX: \$8.00</p> <p>SIGNATURE OF RECIPIENT</p> <p>100000004002</p> <p>0400561338 061119684 2502193</p>	CLIP NUMBER	PATIENT NUMBER	PATIENT NAME	0000004002	5550658462	OLD, CHILD	QTY	DESCRIPTION	001	CASH VALUE VOUCHER - \$8.00	001	NO CHANGE IS TO BE ISSUED	001	FRESH OR FROZEN FRUITS AND/OR VEGETABLES	<table border="1"> <tr> <th>WIC PROGRAM</th> <th>DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL</th> </tr> <tr> <td>WIC PROGRAM</td> <td>DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL</td> </tr> </table> <table border="1"> <tr> <th>NOT VALID BEFORE</th> <th>DATE REDEEMED</th> <th>VOID AFTER</th> <th>PURCHASE AMOUNT</th> </tr> <tr> <td>01/01/2015</td> <td>//</td> <td>01/31/2015</td> <td>DOLLARS CENTS</td> </tr> </table> <p>MUST BE DEPOSITED WITHIN 60 DAYS OF NOT VALID BEFORE DATE.</p>	WIC PROGRAM	DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL	WIC PROGRAM	DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL	NOT VALID BEFORE	DATE REDEEMED	VOID AFTER	PURCHASE AMOUNT	01/01/2015	//	01/31/2015	DOLLARS CENTS
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Do not accept before this date

Do not accept after this date

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04001023 NOT VALID BEFORE 04/01/2011 DATE REDEEMED // VOID AFTER 04/30/2011 PURCHASE AMOUNT DOLLARS CENTS MUST BE DEPOSITED WITHIN 60 DAYS OF NOT VALID BEFORE DATE DHIC 1864 REV. 06	<table border="1"> <tr> <th>CLIP NUMBER</th> <th>PATIENT NUMBER</th> <th>PATIENT NAME</th> </tr> <tr> <td>0000004201</td> <td>5550649884</td> <td>CANNON, KAYLA</td> </tr> </table> <table border="1"> <tr> <th>QTY</th> <th>DESCRIPTION</th> </tr> <tr> <td>001</td> <td>CASH VALUE VOUCHER - \$15.00</td> </tr> <tr> <td>001</td> <td>NO CHANGE IS TO BE ISSUED</td> </tr> <tr> <td>001</td> <td>FRESH OR FROZEN FRUITS AND/OR VEGETABLES</td> </tr> </table> <p>NOT TO BE SIGNED UNTIL DATE REDEEMED AND PURCHASE AMOUNT HAVE BEEN ENTERED BY VENDOR.</p> <p>MAX: \$15.00</p> <p>SIGNATURE OF RECIPIENT</p> <p>100000004201</p> <p>0400102338 061119684 2502193</p>	CLIP NUMBER	PATIENT NUMBER	PATIENT NAME	0000004201	5550649884	CANNON, KAYLA	QTY	DESCRIPTION	001	CASH VALUE VOUCHER - \$15.00	001	NO CHANGE IS TO BE ISSUED	001	FRESH OR FROZEN FRUITS AND/OR VEGETABLES	<table border="1"> <tr> <th>WIC PROGRAM</th> <th>DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL</th> </tr> <tr> <td>WIC PROGRAM</td> <td>DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL</td> </tr> </table> <table border="1"> <tr> <th>NOT VALID BEFORE</th> <th>DATE REDEEMED</th> <th>VOID AFTER</th> <th>PURCHASE AMOUNT</th> </tr> <tr> <td>04/01/2011</td> <td>//</td> <td>04/30/2011</td> <td>DOLLARS CENTS</td> </tr> </table> <p>MUST BE DEPOSITED WITHIN 60 DAYS OF NOT VALID BEFORE DATE.</p>	WIC PROGRAM	DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL	WIC PROGRAM	DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL	NOT VALID BEFORE	DATE REDEEMED	VOID AFTER	PURCHASE AMOUNT	04/01/2011	//	04/30/2011	DOLLARS CENTS
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Manual Cash Value Voucher

In addition to the computer generated cash value vouchers, participants may be issued a “hand-written” voucher if the computers are not working. These vouchers are valid vouchers. Please see an example below of what a handwritten cash value voucher may look like.

Tear Off STUB →

9349241		COUNTY	CLINIC	PATIENT NUMBER	PATIENT NAME
		0101	55502	10000	Child, WK
WIC MANUAL FOOD		PLEASE PRINT ISSUED BY: Jane Doe			
NOT VALID BEFORE	02/01/15	QTY.	UNIT	DESCRIPTION	
DATE REDEEMED	/ /			Cash Value Voucher	
VOID AFTER	02/28/15			Fresh or Frozen	
PURCHASE AMOUNT	DOL/LARS CENTS			Fruits and/or Vegetables only	
MUST BE DEPOSITED WITHIN 60 DAYS OF NOT VALID BEFORE DATE				No Change Issued	
				Max: \$8.60 (eight dollars)	
				End of Package	
DHEC 1865 REV 97		WIC Program SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL			
		NOT VALID WITHOUT OFFICIAL WIC VENDOR STAMP HERE		NOT VALID WITHOUT WIC PROGRAM STAMP HERE	
		9349241 06119684 2502193			

→ Do not accept **before** this date

→ Do not accept **after** this date

1. Valid Dates of the Cash Value Voucher

The WIC Cash Value Voucher is only valid for one month. The farmer must be sure to accept the check within the valid dates. Cash value vouchers taken outside of the valid period cannot be approved for payment.

2. Participant Signature

When a WIC participant (the customer) presents checks to an authorized farmer for the purchase of fresh fruits and vegetables only, the farmer **MUST** make sure that the check is signed by the participant after the transaction has been completed.

3. Do Not Give Change, Cash, or Credits

The farmers should ensure that the purchase amount equals the face value of the cash value voucher. Do not give change under any circumstance to the participant. If the purchase is less than the face value of the check, then the purchase amount should be recorded on the check. When the amount of a sale is less than the face value, the farmer should try to add additional fruits and vegetables to make up the difference.

WIC Cash Value Vouchers should never be exchanged for cash. Participants may only purchase fresh fruits and vegetables with the cash value vouchers. Credit or refunds cannot be issued on items returned that were purchased. In addition, **an authorized farmer is prohibited from cashing the cash value vouchers accepted by a non-authorized farmer.**

4. Do Not Charge Sales Tax

The farmer or market/farm stand in which a farmer is participating shall not collect sales tax on cash value voucher purchases.

5. Authorized Foods

Only South Carolina-grown, fresh fruits and vegetables may be purchased with the WIC Cash Value Voucher. The list of authorized fruits and vegetables appear on page 7. Eligible foods may not be processed or prepared beyond their natural state, except for the usual harvesting and cleaning process.

6. Unauthorized Foods

The list of unauthorized fruits and vegetables appear on page 7. In addition, **HERBS CAN NOT** be purchased with the Cash Value Voucher.

HOW TO COMPLETE THE WIC CASH VALUE VOUCHER

The WIC Cash Value Voucher must be completed before the farmer can deposit the checks. Be sure to write in all of the required information prior to depositing the checks.

To complete the WIC Cash Value Voucher, the farmer must follow the steps below:

1. Ask for the WIC ID card and voucher. Hold the ID card until the end of transaction to compare signatures.
2. Enter the **DATE** of the purchase. Farmers must accept the check within the valid dates.
3. Enter the **AMOUNT** of the purchase.
4. Obtain the participant's signature then compare to the ID card. If the signatures do not match, do not complete the transaction.
5. Fill in the same information on the **STUB**.
6. **TEAR OFF** the stub and keep for your records.
7. **STAMP** the check with the farmer stamp.

Split Tender for WIC Cash-Value Vouchers

The farmer must allow the participant to pay the difference within the same transaction when a fruit and vegetable purchase exceeds the value of the cash value voucher.

If the WIC participant wants to pay the difference (overage):

- ❖ Complete the WIC transaction.
- ❖ Ring up the overage.
- ❖ Collect the difference with another form of currency (cash, credit/debit or SNAP) if applicable.
- ❖ Allow sales tax only on the amount that exceeds the Cash Value Voucher's total if not prohibited by alternative payment methods. (i.e. SNAP, etc.)

#5 & #6

04005613
NOT VALID BEFORE
01/01/2015
DATE REDEEMED
//
VOID AFTER
01/31/2015
PURCHASE AMOUNT
DOLLARS CENTS
MUST BE DEPOSITED WITHIN 60 DAYS OF NOT VALID BEFORE DATE
DHEC 1864 REV. 98

CLINIC NUMBER: 0000004002
PATIENT FLAG: 5550658462
PATIENT NAME: OLD, CHILD

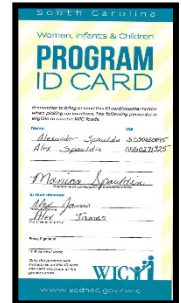
QTY: 001
DESCRIPTION: CASH VALUE VOUCHER - \$8.00
001 NO CHANGE IS TO BE ISSUED
001 FRESH OR FROZEN FRUITS AND/OR VEGETABLES

MAX: \$8.00
FARMER 000-00
SIGNATURE OF RECIPIENT
100000004002

2

3

1



HOW TO CORRECT AN ERROR ON THE WIC CASH VALUE VOUCHER

If an error is made when completing the check, follow these steps:

- Draw a **SINGLE LINE** through the incorrect purchase price or incorrect date.
- Write in the **CORRECT PURCHASE PRICE OR DATE** in the blank area above the date or below the purchase price.
- **DO NOT** write over, erase, or scratch through any of the numbers.
- **DO NOT** use correction fluid to correct an error.

NOTE

Checks will be rejected if the proper correction method is not used.

Correctly Completed Cash Value Voucher

04005621
NOT VALID BEFORE
01/01/2015
DATE REDEEMED
1/5/15
VOID AFTER
01/31/2015
PURCHASE AMOUNT
DOLLARS CENTS
8. 00
MUST BE DEPOSITED WITHIN 60 DAYS OF NOT VALID BEFORE DATE
DHEC 1864 REV. 98

CLINIC NUMBER: 0000004002
PATIENT FLAG: 5550658838
PATIENT NAME: INFANT, CHANGE

QTY: 001
DESCRIPTION: CASH VALUE VOUCHER - \$8.00
001 NO CHANGE IS TO BE ISSUED
001 FRESH OR FROZEN FRUITS AND/OR VEGETABLES

MAX: \$8.00
FARMER 000-00
SIGNATURE OF RECIPIENT: Mary Simpson
100000004002

Properly Corrected Cash Value Voucher

04005609
NOT VALID BEFORE
01/01/2015
DATE REDEEMED
1/15/15
VOID AFTER
01/31/2015
PURCHASE AMOUNT
DOLLARS CENTS
10.00
10.50
MUST BE DEPOSITED WITHIN 60 DAYS OF NOT VALID BEFORE DATE
DHEC 1864 REV. 98

CLINIC NUMBER
0000004002
PATIENT NUMBER
5550658278
PATIENT NAME
BREASTFEEDING, MOM
DESCRIPTION
001 CASH VALUE VOUCHER - \$10.00
001 NO CHANGE IS TO BE ISSUED
001 FRESH OR FROZEN FRUITS AND/OR VEGETABLES
NOT TO BE SIGNED UNTIL DATE REDEEMED AND PURCHASE AMOUNT HAVE BEEN ENTERED BY VENDOR
MAX: \$10.00
Mary Simpson
SIGNATURE OF RECIPIENT
FARMER
000-00
CHECK IS PRINTED ON SECURITY PAPER, IT CONTAINS COLORED FIBERS AND A TRUE WATERMARK
1104005609311 10611196841 250219311

04005609
NATIONAL BANK # SC
COLUMBIA, SC
Payable through SOUTHERN NATIONAL
MARKET, GEORGIA
NOT VALID BEFORE
01/01/2015
DATE REDEEMED
1/15/15
VOID AFTER
01/31/2015
PURCHASE AMOUNT
DOLLARS CENTS
10.50
MUST BE DEPOSITED WITHIN 60 DAYS OF NOT VALID BEFORE DATE

Properly
corrected date

Properly
corrected amount

HOW TO DEPOSIT THE WIC CASH VALUE VOUCHER

1. Farmer Stamp

When a farmer accepts a WIC Cash Value Voucher from a participant, he/she must stamp the face of the check with the assigned farmer I.D. stamp that was issued by the Department. The stamp contains the farmer number and is unique to each farmer.

Before checks can be deposited, they must be stamped with an assigned farmer number. The bank will not honor checks without a farmer stamp.

2. Check Endorsement

The farmer must endorse each check on the back with a signature or endorsement stamp. The check may then be deposited into his/her retail bank account.

3. Depositing the Check

Checks should be deposited on the same day they are accepted from the participants. Farmers have **60 days** after the first date on the check ("Not Valid Before" date) to deposit the check. Checks deposited after the 60-day period will be rejected.

4. Rejected Checks

The WIC Cash Value Vouchers will be rejected for the following reasons:

(a) Missing or Illegible farmer stamp

If a check is rejected for missing or illegible farmer stamp, the farmer may stamp the check and then redeposit it.

(b) Missing Purchase Amount

(c) Missing Participant Signature

(d) Missing Purchase Date

NOTE

Banks will reject all checks from farmers who have not been properly authorized. The Departments will not be responsible for any bank fees.

(e) Purchase amount exceeds the maximum value of the check

(f) Check altered incorrectly

If a check is rejected for any of the above reasons (b-f), the farmer must send the rejected check(s) to the following address for approval:

**SC Department of Health and Environmental Control
SC WIC Program
2100 Bull St.
Columbia, SC 29201**

Once the Department approves the checks, they will be sent back to the farmer, who may then redeposit the checks.

Checks that have been rejected for the following reasons will not be approved for payment:

- a) The farmer has not been authorized.**
- b) The check was accepted by the farmer outside of the valid dates.**
- c) The check was not deposited within the 60 day time period.**

PROGRAM MONITORING

1 Routine Monitoring Visits

The State Agency regularly monitors authorized farmers' who participate in the FMNP to verify compliance with the requirements of the program. On-site monitoring visits will be conducted of authorized farmers/farmers' markets throughout the market season. If non-compliance of Program rules is discovered, violators will be notified in writing by the appropriate Department (SCDA, DHEC or DSS). In addition, if fresh fruits and vegetables are displayed and/or offered for sale in a Program authorized farmer stall where the point-of-origin is in question (whether it is South Carolina grown or not), an on-site inspection of the production area may be conducted by FMNP staff. When a farmer declares that he/she produced an item in question, he/she shall provide directions to the production site and grant permission for FMNP staff to conduct an inspection of the production site within 72 hours of notification by the Department that an inspection will take place.

2. Compliance Buys

Monitoring visits may also consist of conducting "compliance buys", in which an attempt may be made to purchase unauthorized foods, receive change, or check on the authorized farmers' compliance with any of the Program rules. FMNP checks and WIC Cash Value Vouchers may also be used to purchase items from non-authorized farmers as follow-up to reported cases of an authorized farmer cashing checks for a non-authorized farmer.

3. High Risk Farmers and Farmers' Markets

On-site monitoring of farmers shall include those farmers and markets/farm stands identified as being high risk based on the following indicators:

- A high volume of FMNP checks and/or WIC Cash Value Vouchers redeemed by a farmer, as compared to other farmers within the same market.
- Participant and/or other farmer complaints.
- Farmers and markets/farm stands participating in the programs for the first time.
- Previous year's program violations.

PROGRAM SANCTIONS

An authorized farmer who commits fraud or abuse is subject to program sanctions and may result in disqualification from the program, including repayment, penalty, or both. Violations are classified into two levels of non-compliance: Class I and Class II. If a violation is found to be valid, the below sanctions will be imposed. Authorized farmers who do not comply with Program rules will receive written notification by the appropriate Department (SCDA, DHEC or DSS).

1. Class Violations and Sanctions

The following **Class I violations** will result in a **warning letter** from the Departments to the violating farmer. In addition, the Farmer will be required to attend a special training to resolve the violation.

Violation Type	Description	Sanction
Class I	<ul style="list-style-type: none">a. Selling unauthorized foods to FMNP participants.b. Selling non-South Carolina grown fresh fruits, vegetables or cooking herbs to FMNP participants.c. Accepting checks at an unauthorized location.d. Failure to appropriately display farmer FMNP stall sign.e. Noncompliance with FMNP rules and procedures outlined in this <i>Guidebook</i> or on the <i>Farmer Participation Agreement</i>, which are not specifically identified as Class II.f. Failure to permit or comply with procedures regarding inspection of evidence when local production is in question.g. Abusive treatment of FMNP participants or Program staff, or non-compliance with market regulations.h. Overcharging FMNP participants more than the posted price for any item or participating in other discriminatory practices.	<ul style="list-style-type: none">-Violation will result in a warning letter-Mandatory attendance at Farmer training

The following **Class II violations** will result in a **suspension and possible disqualification** from the Program.

Violation Type	Description	Sanction
Class II	<ul style="list-style-type: none">a. More than one (1) Class I violation during a monitoring visit and or season will constitute a Class II violation.b. Cashing FMNP checks for a non-authorized farmer/person.c. Redeeming FMNP checks for cash.d. Selling non-food items to participants.e. A farm stand that operates with a self-service/honor system.f. Not allowing a split tender transaction when using WIC Cash Value Vouchers.	Violation will result in a suspension and possible disqualification

Farmers who receive a program violation that does not result in suspension or disqualification, will be required to attend a FMNP training session prior to the upcoming season. Farmers who do not attend this training will be disqualified from the program.

2. Farmer Disqualification

The disqualified farmer is required to return his/her farmer I.D. stamp and stall sign(s) to the South Carolina Department of Agriculture within 15 days of receipt of the disqualification notice. (Failure to comply with this requirement may result in compromising Program participation in the future.) **A farmer who has been disqualified at any point in the season will be disqualified from Program participation for the remainder of that season and the following full season. Disqualification from either Program (WIC or Senior) means automatic disqualification from the other Program.** At the conclusion of any disqualification period, the farmer must reapply for authorization. Upon re-authorization, the farmer will serve in a probationary status for one full Program season. Any single substantiated Class I or Class II violation obtained during the probationary period will serve as grounds for automatic disqualification.

A farmer that commits fraud or abuse is liable to prosecution under applicable Federal, State, or local laws.

COMPLAINTS

1. What Is Considered Discrimination?

All FMNP participants must be treated with the same courtesy as any other market customer. In accordance with Federal law and U.S. Department of Agriculture policy, the WIC Farmers' Market Nutrition Program and the Senior Farmers' Market Nutrition Program are prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

2. How Should Civil Rights Complaints be handled?

Authorized farmers participating in the FMNP shall not refuse to accept properly presented FMNP checks in exchange for South Carolina grown fresh fruits, vegetables or cooking herbs. Authorized farmers shall also establish and maintain non-discriminatory sales transaction procedures, including but not limited to acceptance of FMNP checks in the same manner as required of all customers using personal checks.

Farmers must not discriminate against check recipients in price, quality or service. Any person presenting checks should be presumed to have obtained them legitimately and must be offered the same courtesies as other market customers.

Civil Rights complaints may appear to be the same as a Program complaint: slow service, rudeness, and excessive requirements; but as soon as someone alleges it is because they fall under one of the protected classes (race, color, national origin, age, sex, handicap), it becomes a Civil Rights complaint.

Any potential or current FMNP participant or farmer who feels she/he has been discriminated against because of race, color, national origin, sex, age, or disability may file a complaint within 180 days of the alleged discriminatory action.

If a participant feels that he/she has been discriminated against while visiting your stall and wishes to file a Civil Rights complaint, farmers must refer them to the US Department of Agriculture.

If a farmer feels that he/she has been discriminated against and wishes to file a Civil Rights complaint you may also contact the US Department of Agriculture.

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

3. How Should Program Violation Complaints be Handled?

FMNP participants are not permitted to cause a disturbance, abuse your employees, or violate the procedures for redeeming checks.

Complaints and unusual incidents related to the FMNP shall be directed to the State Agency that administers the Program with which the participant is associated with (WIC or Senior).

Should any authorized farmer have a complaint against another authorized farmer or his/her market he/she should first contact the manager of the market at which he/she sells. If a resolution is not found, or in absence of a market manager, the farmer should contact the SC Dept. of Agriculture.

All complaints will be investigated and the appropriate action taken. For reasons of confidentiality, we may not disclose actions taken.

APPEALS PROCESS

A farmer/farmers' market may appeal an action of the SCDA denying its application to participate, imposing a sanction, or disqualifying it from participating in the FMNP. Expiration of a contract or agreement shall not be subject to appeal.

Within fifteen days of the effective date of the action, the SCDA shall provide the farmer/farmers' market written notification of an adverse action.

The notice shall include the:

- (1) cause(s) for the action;
- (2) effective date of the action, including the SCDA's determination of whether the action shall be postponed if it is appealed;
- (3) opportunity for a hearing; and
- (4) opportunity to appeal the action within fifteen days of notice of the adverse action.

Request for hearing

Request for a fair hearing must be submitted in writing to the SCDA within fifteen days of notice of the adverse action. The written request must list the action(s) with which the farmer/farmers' market disagrees as well as any reasons why the farmer/farmers' market disagrees.

Within twenty-one days of receipt of the written request, the SCDA will conduct a preliminary conference with the farmer/farmers' market. If the matter cannot be resolved and the party wishes to proceed with the request for a hearing, the fair hearing process will continue in accordance with the SCDA Hearing Procedure.

Hearing Procedure.

The SCDA hearing procedure shall at a minimum provide the farmer/farmers' market with the following: Written notice of the hearing at least thirty days prior to the scheduled date of the hearing. The notice shall include the time, place, and nature of the hearing; a statement of the legal authority and jurisdiction under which the hearing is to be held; reference to the particular rules and regulations involved; and a short and plain statement of the matters asserted.

The opportunity to respond and present evidence and argument on all issues involved.
One opportunity to reschedule the hearing date upon specific written request.
The opportunity to be represented by counsel.
The opportunity to review the case record prior to the hearing.

The record must include: all pleadings, motions, intermediate rulings, and depositions; evidence received or considered; a statement of matters officially noticed; questions and offers of proof, objections, and rulings on the contested case; proposed findings and exceptions; and any decision, opinion, or report by the officer presiding at the hearing. The opportunity to confront and cross-examine adverse witnesses.

An impartial decision maker, whose decision as to the validity of the SCDA's action shall rest solely on the evidence presented at the hearing and the statutory and regulatory provisions governing the FMNP. The basis for the decision shall be stated in writing. A final decision shall include findings of fact and conclusions of law, separately stated. Findings of fact, if set forth in statutory language, shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings.

Written notification of the decision in the appeal, delivered personally or by mail, within sixty days from the date of receipt of the request for a hearing by the SCDA.

Upon written request, a copy of the decision or order shall be delivered or mailed to each party and to the respective attorney of record.

Continuing responsibilities

Appealing an adverse action does not relieve a farmer/farmers' market permitted to continue in the FMNP while its appeal is pending, from responsibility for continued compliance with the terms of the written agreement or contract with the SCDA.

Judicial review

If a decision is rendered against the farmer/farmers' market and the appellant expresses an interest in pursuing a further review of the decision, the SCDA shall explain any further-department-level review of the decision and any available rehearing process. If neither is available or both have been exhausted, the SCDA shall explain the right to pursue judicial review of the decision, pursuant to S.C. Code Ann. Section 1-23-380.

If a farmer wishes to appeal an adverse action please contact in writing:

South Carolina Department of Agriculture

Attn: Emily Joyce

PO Box 11280

Columbia, SC 29211

AGENCY CONTACTS

Agency	Contact	Address	Phone Number
South Carolina Department of Agriculture	Emily Joyce FMNP Coordinator	PO Box 11280 Columbia, SC 29211	(803) 734-2210
WIC FMNP			
South Carolina Department of Health and Environmental Control Division of WIC Services	Nakell Matthews WIC FMNP Manager	2100 Bull Street Columbia, SC 29201	(803) 898-0679
	Michelle Yates WIC FMNP Coordinator		(803) 898-0451
	Rebecca Wrenn WIC FMNP Nutritionist		(803) 898-0396
Senior FMNP			
South Carolina Department of Social Services Food & Nutrition Programs	Stacey Richardson Program Coordinator II	PO Box 1520 Columbia, SC 29202	(803) 898-0973
	Seandra Kelly Program Coordinator I		(803) 898-1760
	Caressa Louallen Program Coordinator I		(803) 898-7802